

UNM eDissertation Deposit Guide

This guide covers deposit of the final version of your thesis in [Nottingham eDissertations](#).

For guidance on the submission process, please consult the [FASS Student Support](#) or [FOSE Student Support](#).

How to deposit

The copy you deposit should be the final version in PDF format.

You will need the following information to deposit:

- the full title and author of your dissertation
- the publication details (i.e. school or department & supervisors) of your dissertation
- the abstract of your dissertation
- a PDF-format version of your examined dissertation

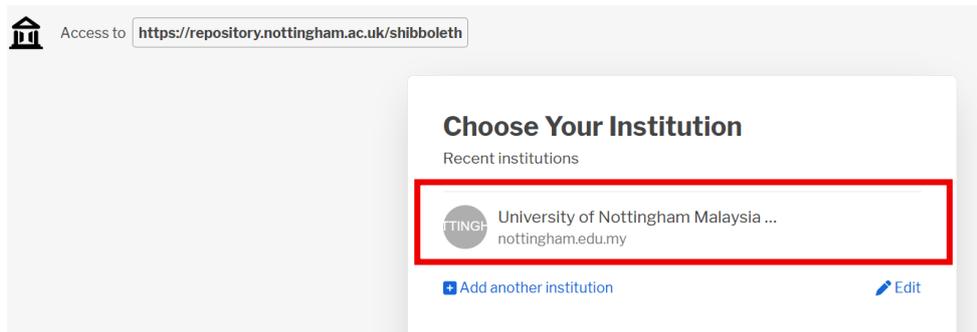
Step by step guide

1. Visit <https://repository.nottingham.ac.uk> and click on log in with Shibboleth option (top right of page)

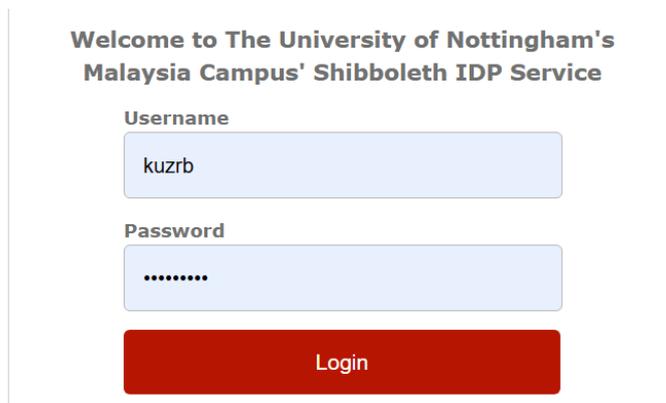


The screenshot shows the top navigation bar of the University of Nottingham Repository website. The navigation menu includes: Research Outputs, Research Data, Exam Papers, Dissertations, Resources, Statistics, and Log In. The Log In dropdown menu is open, showing options for Email address, Password, Log in, and Log in with Shibboleth. The Log in with Shibboleth option is highlighted with a red box. Below the navigation bar, there is a search bar and a section for Recent Additions and Most viewed.

2. Search for “University of Nottingham Malaysia” and double-click to continue.



3. Login with your university IT account.



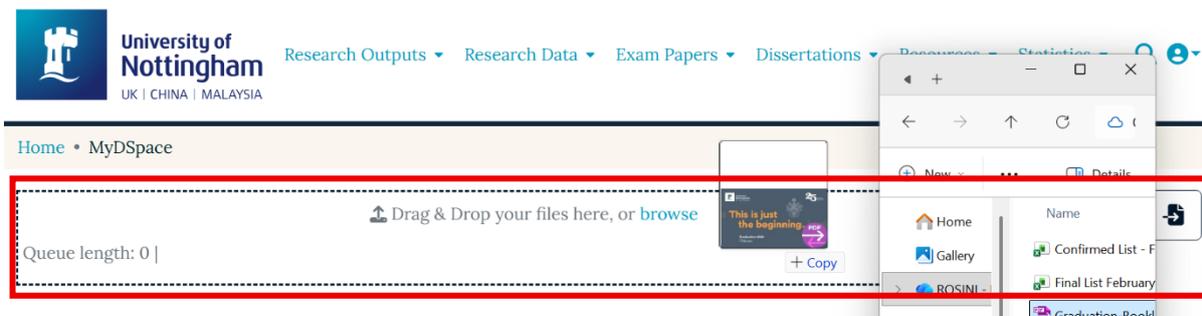
4. If this is your first time logging in to the repository, you will need to accept the user agreement displayed on screen and click save.



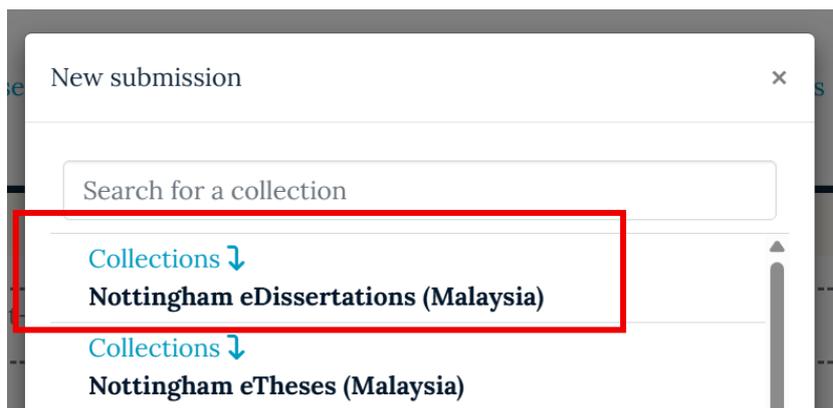
5. Click on "MyDSpace" in the account menu (top right corner of page)



6. Drag and drop your file into the designated area (top of screen)



7. Select "Nottingham eDissertations (Malaysia)" from the collection options.



8. On the next screen complete the bibliographic details (author, abstract etc). All fields marked by an asterisk (*) are mandatory. You will not be able to submit your deposit without completing them.

In ePrints, you will receive an Item ID immediately after creating a new item. In DSpace, your identifier number is the last five digits of the URI assigned to the item.

Collection Nottingham eDissertations (Malaysia)

eDissertation basic information

Identifiers

URI

If the item has any identification numbers or codes associated with it, please enter the types and the actual numbers or codes.

9. Select your dissertation type from the available options.

Collection Nottingham eDissertations (Malaysia)

Type *

eDissertation

Dissertation Type *

Search

Clear selection

- MA - Master of Arts
- MBA - Master of Business Administration
- eMBA - Executive Master of Business Administration
- sMBA - Singapore Master of Business Administration

10. Select your School or Department from the list provided.

Collection Nottingham eDissertations (Malaysia)

Associated Schools / Departments *

Nottingham University Business School (MY)

The name of the School or Department associated with the production of the edissertation.

Hierarchical tree view

Filter results by typing the first few letters

- University of Nottingham
 - Other
 - University of Nottingham Ningbo China
- University of Nottingham, Malaysia
 - Faculty of Arts and Social Sciences
 - Centre for English Language and Foundation Education
 - Division of Organisational and Applied Psychology
 - General Studies Department

11. Enter the title of your dissertation according to the instructions provided. If your dissertation includes alternative titles (as stated in your submitted document), you may enter them in the Alternative Title column.

The screenshot shows a form with two fields. The first field is labeled "Title *" and contains the text "DSpace repository : how to deposit edissertations". Below this field is a detailed instruction: "The title of the item. The title should not end with a full stop, but may end with a question mark. There is no way to make italic text, please enter it normally. If you have a subtitle, it should be preceded with a colon [:]. Use capitals only for the first word and for proper nouns. Example: A brief history of time Example: Life: an unauthorised biography Example: Mathematics for engineers and scientists. 5th edition Example: Ecosystems of the world. Vol. 26. Estuaries of the world". The second field is labeled "Alternative titles" and contains the text "Student guide". Below this field is the instruction: "Use this field to enter the title of the version of record if it differs from the resource deposited."

12. Enter the abstract of your dissertation exactly as stated in your submitted document.

The screenshot shows a form with a field labeled "Abstract *". The field contains the text: "This guide explains how to deposit an eThesis and eDissertation into the DSpace repository. It outlines the step-by-step submission process, including account login, metadata entry, file upload, and access settings such as embargo options. The purpose of this guide is to help postgraduate students submit their research work accurately and efficiently. By following the instructions provided, students can ensure that their theses and dissertations are properly archived, accessible, and preserved for future reference."

13. Enter your full name exactly as it appears on the first page or title page of your dissertation and select "University of Nottingham Malaysia" as your affiliation.

The screenshot shows a form with two fields. The first field is labeled "Creator *" and contains the text "Rosini Bujang". Below this field is the instruction: "Enter in the format given on the first page or title page.". The second field is labeled "Affiliation of creator" and contains the text "University". Below this field is a dropdown menu with two options: "University of Nottingham" and "University of Nottingham, Malaysia".

14. Click "Add more" to enter your supervisor's name. Follow the instructions provided to enter the supervisor's full name and their affiliation. Once completed, click the "Add" button.

The screenshot shows a form with a field labeled "Supervisors *". The field contains the text "Harun, Abrar" and a button labeled "+ Add more". Below this field is the instruction: "Name(s) of dissertation supervisor(s)". To the right of the main form is a modal form titled "Author". The modal form has a field labeled "Author *" containing "Harun, Abrar" and the instruction: "Enter the names of the authors of this item in the form Lastname, Firstname [i.e. Smith, Josh or Smith, J.].". Below this field is a field labeled "Affiliation of supervisor" containing "University of Nottingham Malaysia" and the instruction: "Enter the affiliation of the author as stated on the publication.". At the bottom right of the modal form are two buttons: "X Close" and "Add".

15. Enter your degree name.



The screenshot shows a form with a field labeled "Degree *". The field contains the text "Msc in Business Administration". Below the field, there is a small blue trash icon and a note: "The degree that this dissertation was submitted towards, e.g. MSc in Chemical Engineering, MSc Electrical and Electronic Engineering".

16. Enter your award date. The award date refers to your graduation date.



The screenshot shows a form with a field labeled "Award Date *". The field contains the date "2026-2-28". Below the field, there is a note: "Date of the degree award for which this theses contributed towards". Below the date field, there is a field labeled "Institution *" containing "University of Nottingham Malaysia". Below the institution field, there is a note: "If you are depositing an edissertation in this repository the publisher is The University of Nottingham."

17. Enter the subject keywords related to your dissertation, then click the "Enter" button to continue.



The screenshot shows a form with a field labeled "Subject Keywords". The field contains the text "university repository...". Below the field, there is a green button labeled "Enter the Keywords". Below the button, there is a note: "Natural language terms to describe the content of the item."

18. Any comments or suggestions for the editor may be placed in the box provided.



The screenshot shows a form with a field labeled "Comments and Suggestions". The field contains the text "Comments and Suggestions". Below the field, there is a note: "Any comments to the editor. This information will not be displayed to the public."

19. Select **English (UK)** as the resource language.



The screenshot shows a form with a field labeled "Resource languages *". The field is open, showing a dropdown menu with the following options: "N/A", "English (UK)", "English", "Spanish", and "German". The "English (UK)" option is highlighted with a red box.

20. Click the **Edit Bitstream** icon to modify the file metadata and adjust the access condition type.

Collection Nottingham eDissertations (Malaysia)

Upload files

Here you will find all the files currently in the item. You can update the file metadata and access conditions or **upload additional files by dragging & dropping them anywhere on the page.**

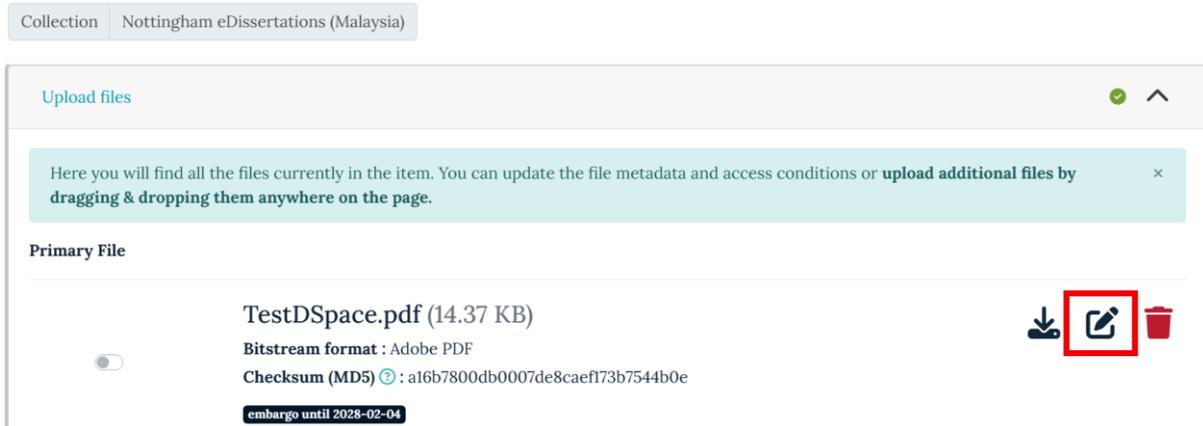
Primary File

TestDSpace.pdf (14.37 KB)

Bitstream format : Adobe PDF

Checksum (MD5) : a16b7800db0007de8caef173b7544b0e

embargo until 2028-02-04



a) If your file is the final version, enter “examined” in the description field.

Edit bitstream

Primary File

Enter the name of the file *

TestDSpace.pdf

Enter a description for the file

Enter a description for the file



b) Choose the appropriate file type from the list provided.

File type

Search

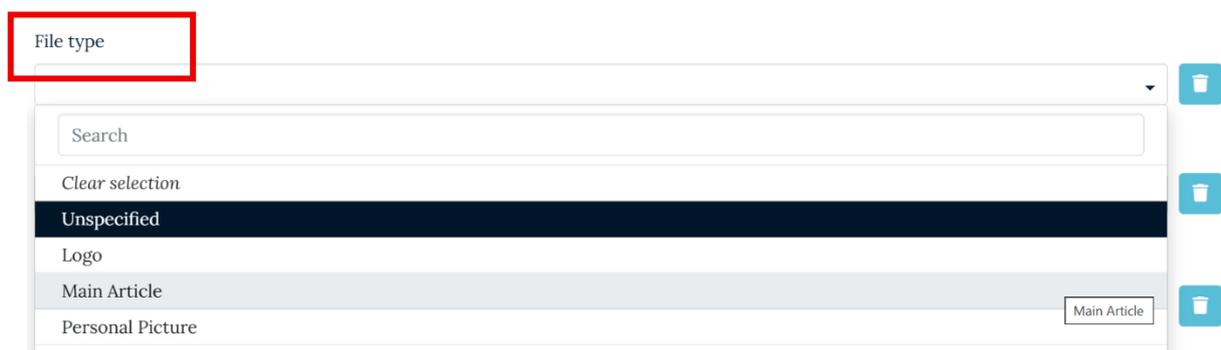
Clear selection

Unspecified

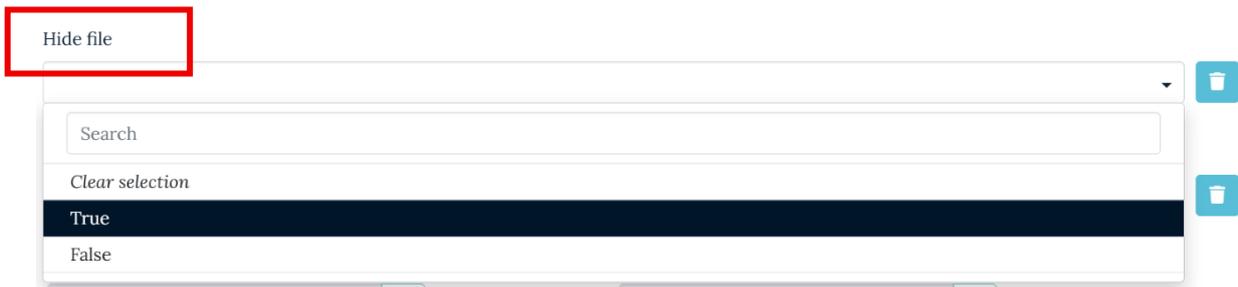
Logo

Main Article

Personal Picture



c) Indicate whether you want your dissertation to be hidden or visible.

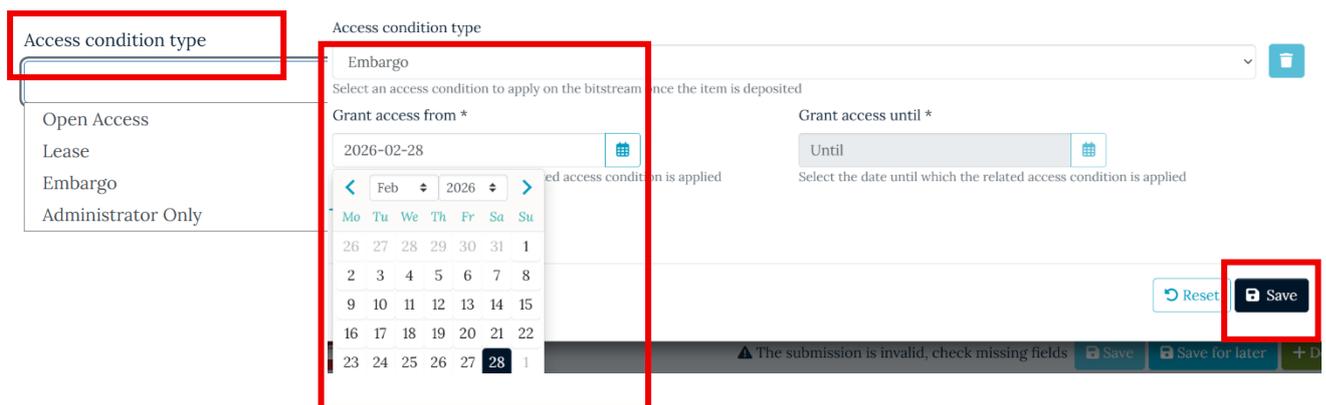


A screenshot of a web form. At the top, a button labeled "Hide file" is highlighted with a red box. Below it is a dropdown menu. The menu is open, showing a search bar, a "Clear selection" link, and two options: "True" (which is highlighted in black) and "False". To the right of the dropdown menu are two trash icons.

d) Indicate the access condition type for your dissertation:

- **Open Access**
Choosing this option will make the full text of your dissertation openly available to the public.
- **Embargo**
If you select this option, you must set an embargo end date (maximum of 2 years).
During the embargo period, only the bibliographic details of your dissertation will be visible to the public, while the full text remains restricted.
- **Administrator Only**
With this option, the full text of your dissertation will be accessible only to administrators.
The public will be able to view only the bibliographic details, not the full text.

Click the "Save" button when you are done.



A screenshot of a web form for setting an access condition. The "Access condition type" dropdown menu is highlighted with a red box and shows "Embargo" selected. Below the dropdown, there are fields for "Grant access from *" and "Grant access until *". The "Grant access from *" field has a date picker open, showing the date "2026-02-28" selected. The "Grant access until *" field has a date picker with "Until" selected. At the bottom right, a "Save" button is highlighted with a red box. A warning message at the bottom of the form reads: "The submission is invalid, check missing fields".

21. Indicate the license type for your dissertation. You should discuss this with your supervisors; normally, a “Creative Commons” licence is used. Tick the checkbox after selecting your option.

The screenshot shows a web interface for selecting a license. At the top, it says "Collection Nottingham eDissertations (Malaysia)". Below that, a dropdown menu is open, showing "CC-BY-NC-ND" selected. Below the dropdown, a message states "You've selected the following license: https://creativecommons.org/licenses/by-nc-nd/4.0/". At the bottom, there is a checkbox labeled "I grant the license above" which is checked.

22. Review your submission details then read and accept the deposit licence. If you are missing any information or wish to pause the deposit of your thesis to return to later, press “Save for later” (located at the bottom of the page).

The screenshot shows the "Deposit license" page. It contains a section titled "1. Depositor's declaration" with the following text: "By agreeing to this licence, you (the author(s), copyright owner or assignee), grant a non-exclusive licence to the University of Nottingham on behalf of the University of Nottingham Repository that warrant: a. You are the owner of the copyright in the whole Work (including content & layout) or are duly authorised by the owner(s), or other holder of these rights and are competent to grant under this agreement, a licence to hold and disseminate copies of the material. b. The Work is not and shall be in no way a violation or infringement of any copyright, trademark, patent, or other rights whatsoever of any person. c. That if the Work has been commissioned, sponsored or supported by any organisation, you represent that you have fulfilled all of the". Below this text is a checkbox labeled "I confirm the license above" which is checked. At the bottom of the page, there are four buttons: "Discard", "Unsaved changes", "Save", "Save for later", and "Deposit".

23. You can resume the deposit again via the "MyDspace" option in the account menu (top right of page). It will appear listed under "Your Submissions" and you can resume the submission by clicking the “Edit” button.

Your submissions

Now showing 1 - 1 of 1



DSpace repository : how to deposit edissertations

(University of Nottingham Malaysia, 2026-02-28) Rosini Bujang; Harun, Abrar

This guide explains how to deposit an eThesis and eDissertation into the DSpace repository. It outlines the step-by-step submission process, including account login, metadata entry, file upload, and access settings such as embargo options. The purpose of this guide is to help postgraduate students submit their research...

▼ Show more



24. If you are ready to deposit your dissertation, press, “Deposit”. Your submission will be reviewed and once you have graduated, your dissertation will appear in the public archive.



25. Once you deposit your submission, its status will change from Workspace to Workflow. At this stage, you will **no longer be able to make any changes** to your submission.

Your submissions

Now showing 1 - 1 of 1



DSpace repository : how to deposit edissertations

In workflow since: 4 d 22 h

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[Show more](#)



If you have any questions about depositing, please contact [Library Services](#).